

When a state employee accrues a certain number of compensatory leave hours a block payment may result. The number of hours and the amount of that block payment can differ based on the agency and the employee type. Additionally, employees within a certain agency or job series/classification may not be eligible to either accrue beyond a specified number of compensatory leave hours and/or be permitted to receive a block payment.

KRS Chapter 18A Employees: When an eligible employee reaches 240 hours of accrued compensatory leave, which is the maximum accrual amount allowed for KRS Chapter 18A employees, a payment equal to 50 hours is generated. This is a **Block 50** compensatory leave payment.

NOTE: 101 KAR 2:102 Classified leave administrative regulations, Section 5 states that “The maximum amount of compensatory leave that may be carried forward from one (1) pay period to another shall be 239.99 hours in a non-policy-making position; or 240 hours by an employee in a policy-making position.” making it imperative that the payment be made during the appropriate pay period.

NOTE: 101 KAR 3:015 Unclassified leave administrative regulations, Section 5 states that “The maximum amount of compensatory leave that may be carried forward from one (1) pay period to another shall be 239.99 hours in a non-policy-making position; or 240 hours by an employee in a policy-making position.” Making it imperative that the payment be made during the appropriate pay period.

NOTE: Agencies are encouraged to run **PT_ERL00** (variant **00_Block_50_P**) to review employees who are eligible and slated to receive a Block 50 during the current pay period.

KRS Chapter 16 Employees: These employees are not eligible for block payments of compensatory leave and there is no limit to the amount of compensatory leave they can accrue.

Legislative Research Commission (LRC) Employees: There is no limit to the amount of compensatory leave these employees can accrue. While block payments are not automatic upon reaching any specific balance, an LRC employee may request a **Block 80** payment once the employee has accumulated more than 320 hours of compensatory leave.

Link to Job Classes and Agencies not Eligible for Block 50 Payments:

<https://hr.personnel.ky.gov/Documents/Block50.pdf>

Block 50 Processing

The Block 50 Worklist Notifications will be generated once Initial Payroll has processed. On the day of Final Payroll, the Block 50 Worklist will be available for action. Please make every effort to process your Block 50 worklist during the regular payroll run. If a Block 50 worklist item is not processed during final payroll, it may be processed during the next off-cycle. In order for the Block 50 to be paid on an off-cycle, a business request must be submitted.

Perform this procedure when you have received a Block 50 item in your Worklist in the KHRIS Self-Service Center.

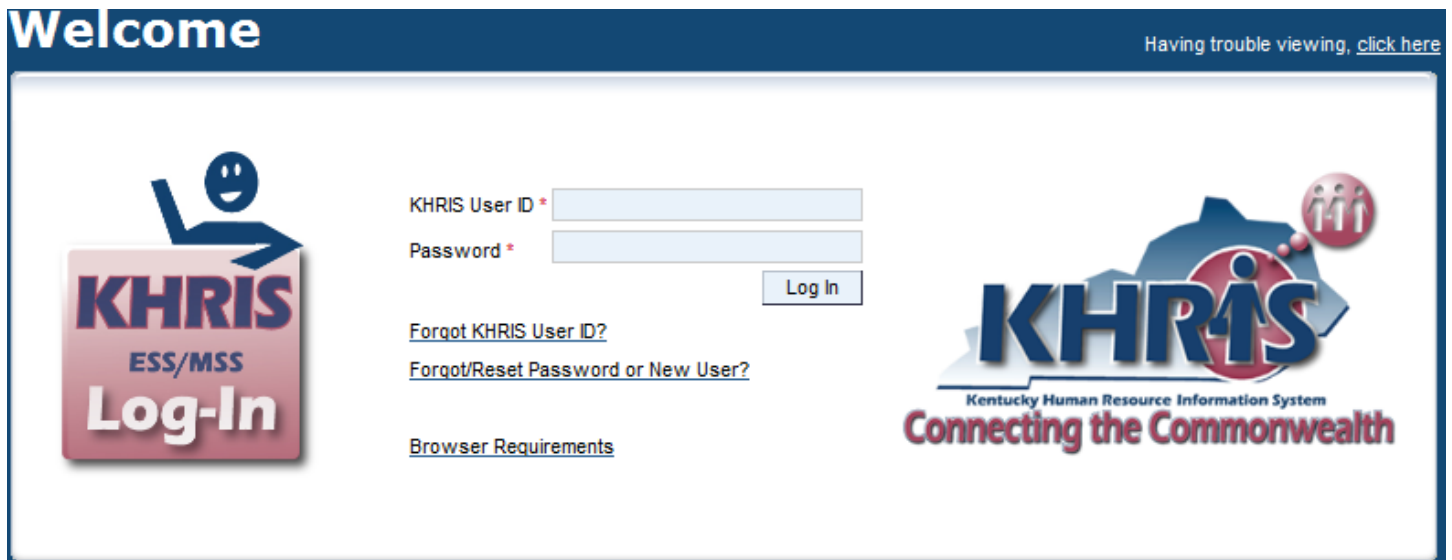
Block 50 payments are automatically generated for eligible employees and, if confirmed accurate, must be paid. This process allows for review before the payment process for the following reasons:

- so agencies are aware of these payments as they occur
- If the employee has been setup for deferrals, this will allow for deferral of the payment. Deferrals should only be paid during an Off-Cycle.
- allows for timesheet corrections if the block payment is the result of a timesheet error
- allows for corrections should the employee be in an ineligible position that has been set up incorrectly

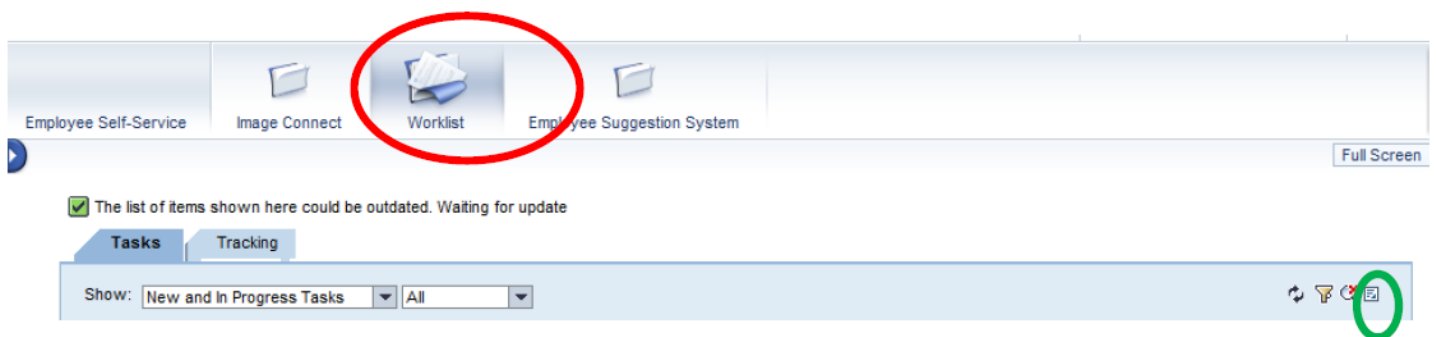
When reviewing your worklist, confirm that:

- The employee is eligible for a Block 50 payment
- The employee has meet/exceeded the 240 comp hour threshold in the pay period

Log into the ESS Portal



Click the **worklist** button and then click the **refresh** button to ensure the data is current.



Select Block 50 Processing

Tasks (1/1) Tracing (1/6)

Show: New and in Progress Tasks (1/1) All

Subject	From	Sent	Copy	Priority	Due	Status
Block 50 processing	BPP0008	Today		Normal	1	New

Row 1 of 1

Block 50 processing
Sent: Today by BPP0008
Status: New
Priority: Normal

Open Task Forward Assign To Me

You can also: [View History](#)

Select the employee(s) to process and click the appropriate process button.

Pay Defer Correction Needed

Block 50 Selections

Emp. No	Emp. Name	Org. Unit	Date	
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To pay the employee, select **Pay**.

To defer all or part of the payment select **Defer** (confirm that the employee is properly setup for deferrals before selecting this option). Block 50 Deferrals should only be made during an Off-Cycle. You will enter the deferral amount on Info Type 0015 (directions below).

If the entry is in error, select **Correction Needed** and then edit the erroneous information on the timesheet.

Once you have completed the process, select the **green check** to close the window.

Information

You have completed the process. Work flow will be set to complete

Copy

Green checkmark icon

Entering a Block 50 Deferral in KHRIS:

If the employee is deferring all or part of the payment, he/she will provide the HRG with a deferred compensation authorization form indicating the amount of the deferral and the plan type to which the deferral is to be contributed. The deferral amount must be calculated prior to entry into KHRIS so that all payroll taxes will be met after deferral. It is recommended that you use the Deferred Comp Calculation Tool available at <https://hr.personnel.ky.gov/Pages/PY.aspx>.

During the appropriate Off-Cycle period, Enter **PA30** in the **SAP Easy Access User Menu** and select 



To defer the payout, select **IT0015 Additional Payments**

Select **Create** 

The date of the **IT0015** should be the last day of the pay period for which the payment is being made. Enter the appropriate wage type for the deferral plan selected.

Block 80 Processing (LRC Only)

LRC may compensate employees for up to 80 hours of compensatory time per calendar year at an employee's regular rate of pay. This is granted when the employee will retain at least 240 compensatory hours after the payment. 240 hours is the maximum for which an LRC employee can be compensation upon separation.

Perform this process when you have received a request for a Block 80 payment.

Before performing this process, confirm that:

- The employee is employed by the Legislative Research Commission (LRC)
- The employee is eligible for a Block 80 payment
- The employee has meet/exceeded the 320 comp hour threshold in the pay period

To execute the Block 80 payment, enter the information in KHRIS.

Enter **PA30** in the **SAP Easy Access User Menu** and select 



Enter the PERNR for the employee and select Infotype **IT0416** Time Quota Compensation and enter the Sty (subtype) **1014 Block 80 LRC**

Infotype text	S..
0000 Actions	✓
0001 Organizational assignment	✓
0002 Personal data	✓
0006 Addresses	✓
0007 Planned Working Time	✓
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	✓
0031 Reference Personnel Numbers	

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Copy

Direct selection

Infotype STy

Select **Create**



Enter the last date of the pay period in which the payment is to be made and enter the 80 hours to be paid.

Start	10/31/2017
Comp. method	1014 Block 80 LRC
Compensation specifications	
Time quota type	00
Compensation rule	003 Compensatory
No. to compensate	80
<input type="checkbox"/> Do not account	

Click **Save**



If the employee is deferring all or part of the payment, he/she will provide the HRG with a deferred compensation authorization form indicating the amount of the deferral and the plan type to which the deferral is to be contributed. The deferral amount must be calculated prior to entry into KHRIS so that all payroll taxes will be met after deferral. It is recommended that you use the Deferred Comp Calculation Tool available at <https://hr.personnel.ky.gov/Pages/PY.aspx>. Deferrals should only be made during an Off-Cycle.

To defer the payout, select **IT0015 Additional Payments**

Direct selection	
Infotype	0015 Additional Payments

Select **Create**



0015 Additional Payments	
Wage Type	6310
Amount	<input type="text"/> USD <input type="checkbox"/> Ind.val.
Number/unit	<input type="text"/>
Date of origin	10/31/2017
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>

The date of the **IT0015** should be the last day of the pay period for which the payment is being made and it should match the **IT0416** entry. Enter the appropriate wage type for the deferral plan selected and the amount of the deferral.

Note: Block 80 payments with deferrals should be paid on the off-cycle, as paying them on the regular payroll results in different taxation on the regular wages.